

Workplace Alaska

Class Specification Insurance Licensing Examiner I

Created: 04/13/2004 by Diane Larocque	AKPAY Code: P2344	Class Code: PC0205
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	Approved by: D. Larocque	Class Status: Active
Category: Technical	Class Title: Insurance Licensing Examiner I	
Original Date: 04/15/2004	Use MJR Form: Standard	

Original Comments:

Created as a result of the Business Registration Examiner Study

Subsequent Revision Dates/Comments:

09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update:	EEO4: F	SOC: 43-4031	Census: 06
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Last Update Comments:

Definition:

Insurance Licensing Examiner I is the training level of the Insurance Licensing Examiner series. Positions in this series are flexibly staffed. Under general supervision, Insurance Licensing Examiners I learn and develop the knowledge, skills, and abilities to perform a full range of Insurance Licensing Examiner duties.

Distinguishing Characteristics:

Insurance Licensing Examiners examine, approve, and process insurance license applications submitted by individuals and insurance business entities for licensure in the State of Alaska. Incumbents provide guidance and interpretation to applicants in areas that may be complex and not clearly defined in statutes, regulations, policies and procedures. The work is most often non-routine, requiring an in-depth understanding of insurance terminology and the complexities of an evolving industry, the inter-relationship of programmatic functions within the Division of Insurance, and the laws governing the issuance of insurance licenses. Positions in this series are flexibly staffed.

Insurance Examiner I is the training level of the series. Incumbents undergo on-the-job training to learn and perform routine duties specifically selected to familiarize them with the statutes, regulations, policies and procedures used in processing insurance license applications. Direction and guidance is given from the supervisor and senior examiners with work being reviewed both in progress and upon completion. As the incumbent becomes proficient the scope and complexity of assignments are expanded and supervision is relaxed.

Insurance Licensing Examiner I is distinguished from Insurance Licensing Examiner II by the Insurance Licensing Examiner II's fully proficient performance of duties at the higher level. The Insurance Licensing Examiner I is the trainee level in the series whereby incumbents work under close supervision of a supervisor or higher level examiner to receive job training and assignments. As the incumbent becomes more proficient, training and assignments are characterized by a progressive increase in independence and responsibility for performing duties.

Insurance Licensing Examiners are distinguished from the Administrative Clerk series by the Insurance Licensing Examiner's performance of technical work and their knowledge of and requirement to interpret and apply state statutes and regulations. Insurance Licensing Examiners demonstrate independence and discretion in order to evaluate, approve or deny and process insurance documents and applications.

Insurance Licensing Examiners are distinguished from Business Registration Examiners by the Business Registration Examiner's focus on corporate registration, licensing investment advisors, agents, or brokers, or the issuance of liquor licenses and permits. The Insurance Licensing Examiner's focus is on insurance industry licensure.

Insurance Licensing Examiners are distinguished from Occupational Licensing Examiners by the Occupational Licensing Examiners performance of administrative and technical support to one or more occupational licensing programs and service as liaison between the Division of Occupational Licensing, the public, and any licensing board. The Insurance Licensing Examiners focus exclusively on insurance industry licensure.

Insurance Licensing Examiners are distinguished from Insurance Analysts by the type of work assigned. Insurance Analysts conduct professional research, analysis and evaluation for the various programs within the Division of Insurance. Insurance Licensing Examiners perform technical work in the examination and processing of a variety of insurance applications.

All Insurance Licensing Examiner I positions are flexibly staffed. Advancement to Insurance Licensing Examiner II occurs only when the incumbent (1) successfully completes a specified training plan, (2) meets the minimum qualifications of the higher level class and all other

specified terms of the flexible staffing agreement and regulatory requirements, and (3) is certified by the supervisor as prepared to perform at the higher level. Failure to meet these standards constitutes unsatisfactory service and is grounds for dismissal.

Examples of Duties:

Receive on-the-job training to learn about various license types, classes, lines of authority, fees, renewal structure, and forms.

Learn to read and understand document requests.

Learn insurance industry terminology.

Learn to examine and evaluate initial insurance license applications.

Learn to examine and evaluate insurance license amendments and renewals.

Learn to examine and evaluate insurance company appointments and terminations.

Learn the State of Alaska's Insurance Regulations and Statutes.

Receive training and become proficient in the use of the National Association of Insurance Commissioners Model Laws, Regulations, and Guidelines.

Create and maintain files on each applicant and licensee as well as program records and archive lists. Maintain the confidentiality of legally confidential information; serve as official Custodian of the Record.

Receive training and become proficient in the use of the division's database to conduct searches, enter and update data, and run reports.

Receive training and become proficient in the use of National Association of Insurance Commissioners Regulatory Information Retrieval System and Special Activities Database to conduct research on new applicants and current license holders.

Receive training and become proficient in the use of Department of Public Safety and Federal Bureau of Investigation criminal reports to perform due diligence checks on applicants.

In a training capacity, prepare written correspondence to the public and licensees on insurance matters.

Learn to provide general information to the public about insurance related statutes and regulations.

Learn to use a fee schedule to calculate fees and penalties.

Learn to process overpayments and use proration schedules.

Learn to audit various reports for discrepancies.

Knowledge, Skills and Abilities:

Working knowledge of general office practices and procedures; spelling, punctuation and grammar; and basic arithmetic.

Skill in the use of personal computer database systems to access data and prepare reports and standard word processing software to prepare memoranda and correspondence suitable for distribution.

Ability to compare data from a variety of sources for accuracy and completeness, identify discrepancies or inaccuracies and make corrections.

Ability to read and comprehend insurance statutes, regulations and procedures, and apply them to specific situations.

Ability to learn insurance terminology.

Ability to write memoranda and correspondence related to the work.

Ability to verbally explain procedures and requirements to others.

Ability to organize and plan record keeping and filing systems for the work area.

Minimum Qualifications:

High school diploma or GED certificate

AND either

One year of advanced level clerical work reviewing and processing documents which requires knowledge, understanding, and the ability to apply appropriate criteria, rules, regulations, and policies and procedures that govern them. The required experience includes work such as Administrative Clerk III, Accounting Clerk II, Human Resource Assistant or similar job classes with the State of Alaska or the equivalent elsewhere.

OR

Two years of journey level clerical office experience in insurance, accounting, or document examination. The required experience is met by service as an Administrative Clerk II or Accounting Clerk I with the State of Alaska or the equivalent elsewhere.

Substitution:

Post secondary education from an accredited college (3 semester or 4 quarter hours equal one month) in any field may substitute for the required experience.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have a high school diploma or GED certificate?

AND

Do you have one year of advanced clerical experience reviewing and processing documents which requires knowledge, understanding, and the ability to apply appropriate criteria, rules, regulations, and policies and procedures which govern them? The required experience includes work such as Administrative Clerk III, Accounting Clerk II, Human Resource Assistant or similar job classes with the State of Alaska or the equivalent elsewhere.

Or Substitution:

Do you have a high school diploma or GED certificate?

AND

Do you have two years of journey level clerical office experience in insurance, accounting, or document examination? The required experience is met by service as an Administrative Clerk II or Accounting Clerk I with the State of Alaska or the equivalent elsewhere.

Or Substitution:

Do you have one year in any combination of education (3 semester hours or 4 quarter hours equals one month of experience) from an accredited college or university and advanced clerical experience reviewing and processing documents which requires knowledge, understanding, and the ability to apply appropriate criteria, rules, regulations, and policies and procedures which govern them?